



Langley Research Center White Paper Recycling



What do you need to do to recycle *White Paper*?

- Please collect your white paper in your individual container provided to you or in what ever container you wish to use.
- When your individual container is full, empty it into the large BLUE containers in the central collection area closest to your office or shop.
- Central collection containers are emptied on a regular Schedule or on a call in basis (see Schedule).

Funds collected from the sale of white paper are used to fund the recycling program and to purchase equipment for pollution prevention projects. Metrics for the Center's recycling program are updated monthly.

What is considered *White Paper*?

Please Use BLUE Containers For White Paper Collection.

RECYCLE THESE:

- COMPUTER PAPER
- WHITE LETTER HEAD
- WHITE TYPING PAPER
- WHITE PHOTOCOPY PAPER
- FAX PAPER
- WHITE MEMOS
- WHITE PAPER WITH COLORED INK

DO NOT RECYCLE THESE:

- FOOD WRAPPERS OR CUPS
- LASER PRINT LABELS
- OVERHEADS
- PAPER OF ANY COLOR OTHER THAN WHITE

FOR PICKUP:

Call Dave Steigerwald at 4-8058 or e-mail him at d.j.steigerwald@larc.nasa.gov



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NASA Langley Research Center's Paper Pickup Schedule



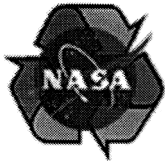
All Buildings not listed below should call (*see below*) for pick-ups.

MONDAY	WEDNESDAY	FRIDAY
1265	1244 ,C, D	648
1229	1130 T2	1152
1236	1230,A,B	1195
1146	1169	1209
1148	1206,T	1298
1225	1238 A,B	1300
1194	1232,A,T	1268,A,B,C
1293, A, B, C	1195	1221
1205	1267,A	
1153	1247A,B,C	
1149	1247 E,D,G	
1215	1219	
1201	1220	
1212,B,C,D	1192,A,C,D,E	
1216	1268,A,B,C	
1200	1152	
1209		
1299,T'S		
1162, T		
1163		
1164		
1183		
1213		
1168		
1251,A,B,C,D,E		
1250,A,T'S		
1208,A		
1202		
1199		

Note: CALL IN PICKUPS SHOULD BE ARRANGED BY YOUR FACILITY COORDINATOR TO PROVIDE A CONSISTENT FACILITY CONTACT PERSON.



For additional pick-ups or if you have questions:
Call Dave Steigerwald at 4-8058
or
e-mail him at d.j.steigerwald@larc.nasa.gov



Langley Research Center Cardboard Recycling



What do you need to do to recycle *Cardboard*?

Large Generators

Large generators of cardboard are those facilities that generate large quantities of cardboard on a regular basis. These facilities have special collection bins to accomodate the larger volume of cardboard. Currently, the facilities designated as large generators of cardboard are:

- Composite Materials Laboratory, Building 1293A
- Cafeteria, Building 1213
- Furniture Warehouse, Building 1246
- Supply, Building 1206

Procedures for Recycling Cardboard for Large Generators

- Please break down your cardboard boxes to save space and to keep your facility clean and tidy.
- Put your cardboard box in the large collection bin. (Each facility has its own arrangements for doing this.)
- Cardboard will be collected from the large bins each Friday.

think my facility is a large generator. What do I do?

- Talk with your facility coordinator about this. (We would like to coordinate these efforts through the facility coordinator so that we only get one call per facility.)
- Your facility coordinator can call Dave Steigerwald at 4-8058 or e-mail him at d.j.steigerwald@larc.nasa.gov
- Dave will meet with your facility coordinator make arrangements to accommodate your facility's needs.

Small or Infrequent Generators of Cardboard

Small or infrequent generators of cardboard are those facilities who occassionaly have cardboard from things like supply or paper deliveries.

Procedures for Recycling Cardboard for Small Generators

- Please break down your cardboard boxes to save space and to keep your facility clean and tidy.
- Put your cardboard box next to recyclable paper collection bins.
- Cardboard will be picked when your paper is collected for recycling. See your paper pickup Schedule for more information.

Special Cardboard Pickups

Special cardboard pickups can be arranged for your facility if for example you are having new furniture delivered. If your facility needs a special pickup please call Dave Steigerwald at 4-8058 or e-mail him at d.j.steigerwald@larc.nasa.gov

What is considered Cardboard?

COLLECT THESE TYPES OF CORRUGATED CARDBOARD

- CORRUGATED CARDBOARD OF ANY COLOR OR THICKNESS

DO NOT COLLECT THESE

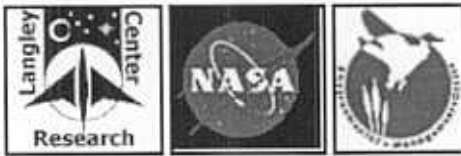
- PAPER BOARD (LIKE CEREAL BOXES)
- CORRUGATED CARDBOARD WITH FOOD CONTAMINATION LIKE PIZZA BOXES



Funds collected from the sale of mixed paper are used to fund the recycling program and to purchase equipment for pollution prevention projects. Metrics for the Center's recycling program are updated monthly.

FOR QUESTIONS:

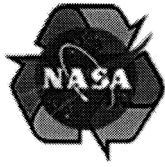
Call Dave Steigerwald at 4-8058 or e-mail him at d.j.steigerwald@larc.nasa.gov



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Langley Research Center's Toner Cartridge Recycling



TO RECYCLE YOUR TONER CARTRIDGE

- Place your used toner cartridge inside the bag and box of the replacement cartridge.
- Tape the box closed.
- Place the packaged used toner cartridge next to your paper recycling bins.

For facilities with weekly paper pick-ups, your toner cartridges will be picked-up with paper collection.

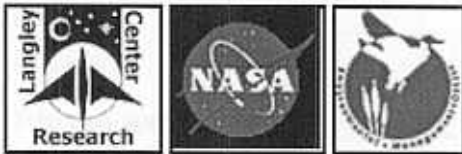
For facilities that call for paper pick-ups, please e-mail Dave Steigerwald at the address below.
Please allow 3 business days from your call-in date to allow for pick-up.

Types of Toner Cartridges

Funds collected from the sale of toner cartridges are used to fund the recycling program and to purchase equipment for pollution prevention projects. Metrics for the Center's recycling program are updated monthly.

FOR QUESTIONS OR PICKUP REQUESTS:

E-mail Dave Steigerwald at d.j.steigerwald@larc.nasa.gov



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